



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012-2766  
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY  
AUDITOR-CONTROLLER

February 20, 2007

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – COUNSELING & RESEARCH ASSOCIATES - MASADA GROUP HOMES, INCORPORATED, HAVELOCK, HOKAMA, NEWELL, PROSPECT, RALSTON, SOUTH SHORES GROUP HOMES**

We have completed a review of Havelock, Hokama, Newell, Prospect, Ralston and South Shores Group Homes (Group Home or Agency) operated by Counseling & Research Associates - Masada Group Homes Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Masada Group Homes are each six-bed facilities, which provide care for boys ages 13-17 years who exhibit behavioral social and emotional difficulties. At the time of the monitoring visit, Havelock, Newell, Prospect, Ralston and South Shores were each providing services for six Los Angeles County Probation children. Hokama Group Home was providing services for five Los Angeles County Probation children.

Havelock and Newell Group Homes are located in the Second District.

Prospect, Hokama, Ralston, and South Shores Group Homes are located in the Fourth District.

*"To Enrich Lives Through Effective and Caring Service"*

### **Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

### **Summary of Findings**

Generally, the Agency is providing the services as outlined in their Program Statement. The Agency needs to address several deficient areas.

The six Group Homes need to develop comprehensive Needs and Services Plans that include short and long term goals and provide children with the required minimum weekly allowance.

Havelock Group Home needs to replace the upstairs bathroom faucets and maintain current Needs and Services Plans for all children.

Hokama Group Home needs to clean the ceiling, fluorescent light cover, and exhaust fan in the kitchen; clean the blinds in the TV room; and remove all writing from the dresser drawers in the children's bedrooms.

Newell Group Home needs to properly maintain the medication log and encourage and assist all children in creating and maintaining photo albums/life books.

Ralston Group Home needs to maintain current Needs and Services Plans for all children and assist all children in creating and maintaining photo albums/life books.

South Shores Group Home needs to encourage and assist all children in creating and maintaining photo albums/life books.

Attached is a detailed report of the review.

### **Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:bg

[http://auditor.co.la.ca.us/group\\_home.asp](http://auditor.co.la.ca.us/group_home.asp)

### **Attachments**

c: David E. Janssen, Chief Administrative Officer  
Patricia S. Ploehn, Director, DCFS  
Robert B. Taylor, Chief Probation Officer  
George Igi, Executive Director, Counseling and Research Masada Homes  
Public Information Office  
Audit Committee

**Counseling and Research-Masada Homes  
Havelock House  
12213 Havelock Ave.  
Los Angeles, California 90230  
Phone: (310) 328-4813  
License Number: 198200558  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Masada-Havelock Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the faucet in the upstairs bathroom has mold and is badly damaged.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendation**

- 1. Masada Group Home management replace the faucet in the upstairs bathroom.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team is not included in the development and implementation of the Needs and Services Plans (NSPs). One child does not have a current NSP. The NSPs are not comprehensive and do not include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendations****2. Masada Group Home management:**

- a. Include the treatment team in the development and implementation of the NSPs.
- b. Maintain current NSPs for all children.
- c. Develop comprehensive NSPs that are specific, measurable, attainable, realistic, time limited and include short and long term goals.

**III. Educational and Emancipation Services****Method of assessment – Review of relevant documents and interviews****Sample size for interviews: Two****Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendation**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendation**

**There are no recommendations for this section.**

#### **VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size for interviews: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children expressed satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 3. Masada Group Home management provide children with the required minimum weekly allowance.**



**Counseling and Research-Masada Homes  
Hokama House  
2139 W. 160<sup>th</sup> Street  
Torrance, California 90504  
Phone: (310) 328-4813  
License Number: 198201956  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Masada-Hokama Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the kitchen ceiling, fluorescent light cover, and exhaust fan are dirty, and the TV room window blinds are dirty.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, there are writing and scratch marks on the dresser drawers.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Masada Group Home management:**

- a. Clean the ceiling, fluorescent light cover, and exhaust fan in the kitchen.**
- b. Clean the window blinds in the TV room.**

- c. Remove writing and scratch marks from the dresser drawers in the children's bedrooms.

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current; however, all members of the treatment team are not included in the development and implementation of the NSPs. The NSPs are not comprehensive and do not include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendation**

#### **2. Masada Group Home management:**

- a. Include the placement worker as part of the treatment team in the development and implementation of the NSPs.
- b. Develop comprehensive NSPs that are specific, measurable, attainable, realistic, time limited and include short and long term goals.

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendation**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments: Two**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

#### **Sample size for interviews: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children expressed satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

#### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

#### **Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 3. Masada Group Home management provide children with the required minimum weekly allowance.**

**Counseling and Research-Masada Homes  
Newell House  
4740 152<sup>nd</sup> Street  
Lawndale, California 90260  
Phone: (310) 328-4813  
License Number: 198201957  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Masada-Newell Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current; however, all members of the treatment team are not included in the development and implementation of the NSPs. The NSPs are not comprehensive, and do not include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendations****1. Masada Group Home management:**

- a. Include the placement worker as part of the treatment team in the development and implementation of the NSPs.
- b. Develop comprehensive NSPs that are specific, measurable, attainable, realistic, time limited and include short and long term goals.

**III. Educational and Emancipation Services****Method of assessment – Review of relevant documents and interviews****Sample size for interviews: Two****Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

#### **Recommendation**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments: Two**

Documentation confirms that children are routinely seen by the prescribing psychiatrist. However, one child does not have current court authorization for psychotropic medication that he is taking.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

#### **Recommendation**

- 2. Masada Group Home management maintain current court authorizations for all children taking psychotropic medication.**

#### **VI. Personal Rights**

**Method of assessment – Interviews with children**

**Sample size for interviews: Two**



**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children expressed satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance****Method of assessment – Review of relevant documents and interviews****Sample size for interviews: Two****Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

**Recommendations**

**3. Masada Group Home management:**

- a. Provide children with the required minimum weekly allowance.
- b. Encourage and assist all children in creating and maintaining photo albums/life books.

**Counseling & Research Associates - Masada Homes  
Prospect House  
619 North Prospect  
Redondo Beach, California 90277  
Phone: (310) 328-4813  
License Number: 191600997  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Masada-Prospect Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current; however, all members of the treatment team are not included in the development and implementation of the NSPs. The NSPs are not comprehensive and do not include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendation****1. Masada Group Home management:**

- a. Include the placement worker as part of the treatment team in the development and implementation of the NSPs.
- b. Develop comprehensive NSPs that are specific, measurable, attainable, realistic, time limited and include short and long term goals.

**III. Educational and Emancipation Services****Method of assessment – Review of relevant documents and interviews****Sample size for interviews: Two****Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

**Recommendations**

**There are no recommendations for this section.**

**VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size for interviews: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff

supervision. Children expressed satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

#### **Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

### **Recommendation**

- 2. Masada Group Home management provide children with the required minimum weekly allowance.**

**Counseling and Research-Masada Homes  
Ralston House  
2312 Ralston Lane  
Redondo Beach, California 90278  
Phone: (310) 328-4813  
License Number: 191601785  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Masada-Ralston Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the kitchen stove top and oven are dirty, and the water pressure in the kitchen and bathrooms is low.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Masada Group Home management:**

- a. Clean and maintain the stove top and oven.**
- b. Repair water pressure in the kitchen and bathrooms.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. However, one child was not assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current; however, all members of the treatment team are not included in the development and implementation of the NSPs. The NSPs are not comprehensive and do not include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendations**

#### **2. Masada Group Home management:**

- a. **Assess all children for needed services within thirty days of placement.**
- b. **Include the placement worker as part of the treatment team in the development and implementation of the NSPs.**
- c. **Develop comprehensive NSPs that are specific, measurable, attainable, realistic, time limited and include short and long term goals.**

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.



Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

**Sample size for interviews: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children expressed satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

One child is not encouraged or assisted in creating and maintaining a photo album/life book.

**Recommendations**

**3. Masada Group Home management:**

- a. Provide children with the required minimum weekly allowance.**
- b. Encourage and assist all children in creating and maintaining photo albums/life books.**

**Counseling and Research-Masada Homes  
South Shores House  
2120 S. Paseo Del Mar  
San Pedro, California 90732  
Phone: (310) 328-4813  
License Number: 198200760  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Masada-South Shores Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current; however, all members of the treatment team are not included in the development and implementation of the NSPs. The NSPs are not comprehensive and do not include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendation****1. Masada Group Home management:**

- a. Include the placement worker as part of the treatment team in the development and implementation of the NSPs.
- b. Develop comprehensive NSPs that are specific, measurable, attainable, realistic, time limited and include short and long term goals.

**III. Educational and Emancipation Services****Method of assessment – Review of relevant documents and interviews****Sample size for interviews: Two****Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

#### **VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size for interviews: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children expressed satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

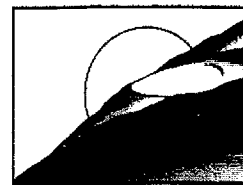
One child is not encouraged or assisted in creating and maintaining a photo album/life book.

**Recommendations**

**2. Masada Group Home management:**

- a. Provide children with the required minimum weekly allowance.
- b. Encourage and assist all children in creating and maintaining photo albums/life books.





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A Division of Counseling & Research Associates

July 20, 2006

Department of Auditor-Controller, Kenneth Hahn of Administration  
500 West Temple St., Room 515-A, Los Angeles CA 90012  
Attention: Candace Rhue, Group Home Audit Supervisor

RE: Corrective Action Plan for the Havelock House

Dear Ms. Rhue,

Based upon the findings of your auditor, Ms. Belinda Gibson, the following Corrective Action Plan has been instituted:

Regarding the findings for Item I. 1: Facility and Environment:

1. Masada Group Home management replace the faucet in the upstairs bathroom.

The recommendation mentioned was corrected by our maintenance staff. In order to address the problem noted in Item I, on an on-going basis, the group home staff will be responsible for inspecting the home on a daily basis to ensure compliance with Title XXII. Masada Homes Day Supervisors will thoroughly inspect all group homes for compliance with Title XXII regulations and contractual obligations, on at least a weekly basis.

Regarding the finding for Item II. Program Services:

- 2a. Include input from the placement workers in the development and implementation of the NSP's.

EFFECTIVE: JULY 1, 2006,

The Social Worker/Case Manager will send a faxed copy of an agency: Notice of Treatment Team Meeting form to the client's placement worker as a way to inform them of the scheduled meeting date/time and will retain the transmittal receipt for the agency's records to verify that the notice was sent. Copies of both the notice as well as the transmittal receipt will be filed in the client's chart.

The Social Worker/Case Manager will give the placement worker as much notice as possible, ideally two (2) weeks. If the placement worker is unable to attend the treatment team meeting, the Social Worker/Case Manager will fax the plan within thirty (30) days of admit for the placement worker's signature. The Social Worker/Case Manager will follow-up to obtain the signature and this process is repeated every three (3) months to update/maintain current Needs & Services Plans.

2b. Maintain comprehensive Needs & Services Plans that are measurable, attainable, and include short/long term goals.

The Needs & Services Plans will be measured by the Social Worker/Case Manager weekly by the following ways:

- Review of behavior in the Group Home with house staff.
- Review of Incident Reports to track increases or decreases.
- Review of Agency Point System & Level System.
- Review with School Teacher:
  - a. Target school behaviors increasing or decreasing in school.
  - b. Number of school credits earned during placement.
- Review with Occupational Therapy Department.
  - a. Target behaviors increasing or decreasing during OT classes.
  - b. Projects/tasks completed.
- Review with Chemical Dependency Department.
  - a. Individual contract completed.
  - b. 12 Step Meeting attendance.
  - c. Sobriety as evidence by drug test results administered by placement worker.
  - d. Progress reports by Chemical Dependency Department Staff.
  - e. Self-evaluation reports made by client.
- Therapy
  - a. Target behaviors increasing or decreasing during sessions.
  - b. Individual/Group/Family visits attended.

Candace Rhue  
Page 3  
July 20, 2006  
Havelock House

During periodic treatment team meetings the Social Worker/Case Manager will utilize a multi-disciplinary approach with the client. The Social Worker/Case Manager will go back along with the multi-disciplinary team (which includes Placement Worker, House Staff, Occupational Therapy Department, Chemical Dependency Department and Recreational Therapy Department.) and review client's behavior to ensure the client is in compliance with established short/long term goals.

The Residential Clinical Director has the responsibility for ensuring that the Corrective Action Plan remains in compliance per the Group Home Agreement.

Regarding the findings for Item VII. Clothing and Allowance:

- 3a. Masada Group Home management provides residents with the minimum weekly allowance.

The Agency's Accounting Department will go back and review client's allowance records, any client owed back pay will then receive whatever is owed. Director of Group Homes will be responsible for ensuring the implementation of this procedure.

EFFECTIVE: MAY 26, 2006.

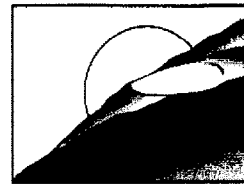
The agency is in compliance with the new Group Home Contract, ensuring that all residents (14-17 years old) receive the minimum base allowance (\$7.00) starting the first full week of placement.

We hope that this Corrective Action Plan meets with your approval. If you have any further questions, please do not hesitate to call me at (310) 715-2020.

Sincerely,



Bernard Smith, MSW  
Director of Group Homes  
Masada Homes



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July 20, 2006

Department of Auditor-Controller, Kenneth Hahn of Administration  
500 West Temple St., Room 515-A, Los Angeles CA 90012  
Attention: Candace Rhue, Group Home Audit Supervisor

RE: Corrective Action Plan for the Hokama House

Dear Ms. Rhue,

Based upon the findings of your auditor, Ms. Belinda Gibson, the following Corrective Action Plan has been instituted:

Regarding the findings for Item I. 1: Facility and Environment:

1. Masada Group Home management:

- a. Clean the ceiling, fluorescent light cover, and exhaust fan in the kitchen.
- b. Clean the window blinds in the TV room.
- c. Remove writing and scratch marks from the dresser drawers in children's bedrooms.

The recommendations mentioned were corrected by our maintenance staff. In order to address the problem noted in Item I, on an on-going basis, the group home staff will be responsible for inspecting the home on a daily basis to ensure compliance with Title XXII. Masada Homes Day Supervisors will thoroughly inspect all group homes for compliance with Title XXII regulations and contractual obligations, on at least a weekly basis.

Regarding the finding for Item II. Program Services:

- 2a. Include input from the placement workers in the development and implementation of the NSP's.

EFFECTIVE: JULY 1, 2006,

The Social Worker/Case Manager will send a faxed copy of an agency: Notice of Treatment Team Meeting form to the client's placement worker as a way to inform them of the scheduled meeting date/time and will retain the transmittal receipt for the agency's records to verify that the notice was sent. Copies of both the notice as well as the transmittal receipt will be filed in the client's chart.

The Social Worker/Case Manager will give the placement worker as much notice as possible, ideally two (2) weeks. If the placement worker is unable to attend the treatment team meeting, the Social Worker/Case Manager will fax the plan within thirty (30) days of admit for the placement worker's signature. The Social Worker/Case Manager will follow-up to obtain the signature and this process is repeated every three (3) months to update/maintain current Needs & Services Plans.

2b. Maintain comprehensive Needs & Services Plans that are measurable, attainable, and include short/long term goals.

The Needs & Services Plans will be measured by the Social Worker/Case Manager weekly by the following ways:

- Review of behavior in the Group Home with house staff.
- Review of Incident Reports to track increases or decreases.
- Review of Agency Point System & Level System.
- Review with School Teacher:
  - a. Target school behaviors increasing or decreasing in school.
  - b. Number of school credits earned during placement.
- Review with Occupational Therapy Department.
  - a. Target behaviors increasing or decreasing during OT classes.
  - b. Projects/tasks completed.
- Review with Chemical Dependency Department.
  - a. Individual contract completed.
  - b. 12 Step Meeting attendance.
  - c. Sobriety as evidence by drug test results administered by placement worker.
  - d. Progress reports by Chemical Dependency Department Staff.
  - e. Self-evaluation reports made by client.
- Therapy
  - a. Target behaviors increasing or decreasing during sessions.
  - b. Individual/Group/Family visits attended.

Candace Rhue  
Page 3  
July 20, 2006  
Hokama House

During periodic treatment team meetings the Social Worker/Case Manager will utilize a multi-disciplinary approach with the client. The Social Worker/Case Manager will go back along with the multi-disciplinary team (which includes Placement Worker, House Staff, Occupational Therapy Department, Chemical Dependency Department and Recreational Therapy Department.) and review client's behavior to ensure the client is in compliance with established short/long term goals.

The Residential Clinical Director has the responsibility for ensuring that the Corrective Action Plan remains in compliance per the Group Home Agreement.

Regarding the findings for Item VII. Clothing and Allowance:

- 3a. Masada Group Home management provides residents with the minimum weekly allowance.

The Agency's Accounting Department will go back and review client's allowance records, any client owed back pay will then receive whatever is owed. Director of Group Homes will be responsible for ensuring the implementation of this procedure.

EFFECTIVE: MAY 26, 2006.

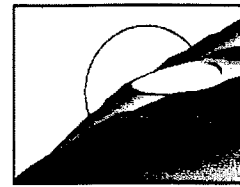
The agency is in compliance with the new Group Home Contract, ensuring that all residents (14-17 years old) receive the minimum base allowance (\$7.00) starting the first full week of placement.

We hope that this Corrective Action Plan meets with your approval. If you have any further questions, please do not hesitate to call me at (310) 715-2020.

Sincerely,



Bernard Smith, MSW  
Director of Group Homes  
Masada Homes



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A Division of Counseling & Research Associates

July 20, 2006

Department of Auditor-Controller, Kenneth Hahn of Administration  
500 West Temple St., Room 515-A, Los Angeles CA 90012  
Attention: Candace Rhue, Group Home Audit Supervisor

RE: Corrective Action Plan for the Newell House

Dear Ms. Rhue,

Based upon the findings of your auditor, Ms. Belinda Gibson, the following Corrective Action Plan has been instituted:

Regarding the finding for Item II. Program Services:

1a. Include input from the placement workers in the development and implementation of the NSP's.

EFFECTIVE: JULY 1, 2006,

The Social Worker/Case Manager will send a faxed copy of an agency: Notice of Treatment Team Meeting form to the client's placement worker as a way to inform them of the scheduled meeting date/time and will retain the transmittal receipt for the agency's records to verify that the notice was sent. Copies of both the notice as well as the transmittal receipt will be filed in the client's chart.

The Social Worker/Case Manager will give the placement worker as much notice as possible, ideally two (2) weeks. If the placement worker is unable to attend the treatment team meeting, the Social Worker/Case Manager will fax the plan within thirty (30) days of admit for the placement worker's signature. The Social Worker/Case Manager will follow-up to obtain the signature and this process is repeated every three (3) months to update/maintain current Needs & Services Plans.

1b. Maintain comprehensive Needs & Services Plans that are measurable, attainable, and include short/long term goals.

The Needs & Services Plans will be measured by the Social Worker/Case Manager weekly by the following ways:

- Review of behavior in the Group Home with house staff.
- Review of Incident Reports to track increases or decreases.
- Review of Agency Point System & Level System.
- Review with School Teacher:
  - a. Target school behaviors increasing or decreasing in school.
  - b. Number of school credits earned during placement.
- Review with Occupational Therapy Department.
  - a. Target behaviors increasing or decreasing during OT classes.
  - b. Projects/tasks completed.
- Review with Chemical Dependency Department.
  - a. Individual contract completed.
  - b. 12 Step Meeting attendance.
  - c. Sobriety as evidence by drug test results administered by placement worker.
  - d. Progress reports by Chemical Dependency Department Staff.
  - e. Self-evaluation reports made by client.
- Therapy
  - a. Target behaviors increasing or decreasing during sessions.
  - b. Individual/Group/Family visits attended.

During periodic treatment team meetings the Social Worker/Case Manager will utilize a multi-disciplinary approach with the client. The Social Worker/Case Manager will go back along with the multi-disciplinary team (which includes Placement Worker, House Staff, Occupational Therapy Department, Chemical Dependency Department and Recreational Therapy Department.) and review client's behavior to ensure the client is in compliance with established short/long term goals.

The Residential Clinical Director has the responsibility for ensuring that the Corrective Action Plan remains in compliance per the Group Home Agreement.



Regarding the finding for Item V. Psychotropic Medication:

2. Masada Group Home management maintain current court authorizations for all children taking psychotropic medication.

EFFECTIVE: JUNE 1, 2006.

The agency was in compliance with the new Group Home Contract, ensuring current court authorizations for all children taking psychotropic medication are maintained by Masada Group Home management. Psychotropic Medication Authorizations (PMA's) are filled out by the psychiatrist after prescribing medication to a client. The Psychotropic Medication Authorizations are then faxed to Juvenile Court using number indicated on the PMA form. The psychiatric case manager will call the Court if no response is received after two (2) weeks. A record of these contacts is kept in the Mental Health file of the client. If no response has been received by the fourth week, another call will be made to the Juvenile Court and a log number for the PMA will be requested to show the court has received the request. Again a record of this contact will be placed in the Mental Health file.

Regarding the findings for Item VII. Clothing and Allowance:

- 3a. Masada Group Home management provides residents with the minimum weekly allowance.

The Agency's Accounting Department will go back and review client's allowance records, any client owed back pay will then receive whatever is owed. Director of Group Homes will be responsible for ensuring the implementation of this procedure.

EFFECTIVE: MAY 26, 2006.

The agency was in compliance with the new Group Home Contract, ensuring that all residents (14-17 years old) receive the minimum base allowance (\$7.00) starting the first full week of placement.

Candace Rhue  
Page 4  
July 20, 2006  
Newell House

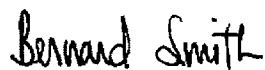
3b. Maintain Life Books:

EFFECTIVE: JULY 1, 2006.

Within thirty (30) days of arrival, the agency will implement the following procedure. During the residents' orientation class of Occupational Therapy, the OT Department will make the development of a Life Book, as part of their regular curriculum. Since all residents participate in the OT Department throughout their stay in the program, they will have the opportunity to work on their Life Books as long as they remain in the agency. The Coordinator of Occupational Therapy will monitor that all Life Books are included in the curriculum of all their classes. The term "Life Books" will be explained to the residents for clarity purposes due to the fact some did not know that their awards, certificates, graduation pictures, and resumes are part of their life book.

We hope that this Corrective Action Plan meets with your approval. If you have any further questions, please do not hesitate to call me at (310) 715-2020.

Sincerely,



Bernard Smith, MSW  
Director of Group Homes  
Masada Homes



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A Division of Counseling & Research Associates

July 20, 2006

Department of Auditor-Controller, Kenneth Hahn of Administration  
500 West Temple St., Room 515-A, Los Angeles CA 90012  
Attention: Candace Rhue, Group Home Audit Supervisor

RE: Corrective Action Plan for the Prospect House

Dear Ms. Rhue,

Based upon the findings of your auditor, Ms. Belinda Gibson, the following Corrective Action Plan has been instituted:

Regarding the finding for Item II. Program Services:

1a. Include input from the placement workers in the development and implementation of the NSP's.

EFFECTIVE: JULY 1, 2006,

The Social Worker/Case Manager will send a faxed copy of an agency: Notice of Treatment Team Meeting form to the client's placement worker as a way to inform them of the scheduled meeting date/time and will retain the transmittal receipt for the agency's records to verify that the notice was sent. Copies of both the notice as well as the transmittal receipt will be filed in the client's chart.

The Social Worker/Case Manager will give the placement worker as much notice as possible, ideally two (2) weeks. If the placement worker is unable to attend the treatment team meeting, the Social Worker/Case Manager will fax the plan within thirty (30) days of admit for the placement worker's signature. The Social Worker/Case Manager will follow-up to obtain the signature and this process is repeated every three (3) months to update/maintain current Needs & Services Plans.

1b. Maintain comprehensive Needs & Services Plans that are measurable, attainable, and include short/long term goals.

The Needs & Services Plans will be measured by the Social Worker/Case Manager weekly by the following ways:

- Review of behavior in the Group Home with house staff.
- Review of Incident Reports to track increases or decreases.
- Review of Agency Point System & Level System.
- Review with School Teacher:
  - a. Target school behaviors increasing or decreasing in school.
  - b. Number of school credits earned during placement.
- Review with Occupational Therapy Department.
  - a. Target behaviors increasing or decreasing during OT classes.
  - b. Projects/tasks completed.
- Review with Chemical Dependency Department.
  - a. Individual contract completed.
  - b. 12 Step Meeting attendance.
  - c. Sobriety as evidence by drug test results administered by placement worker.
  - d. Progress reports by Chemical Dependency Department Staff.
  - e. Self-evaluation reports made by client.
- Therapy
  - a. Target behaviors increasing or decreasing during sessions.
  - b. Individual/Group/Family visits attended.

During periodic treatment team meetings the Social Worker/Case Manager will utilize a multi-disciplinary approach with the client. The Social Worker/Case Manager will go back along with the multi-disciplinary team (which includes Placement Worker, House Staff, Occupational Therapy Department, Chemical Dependency Department and Recreational Therapy Department.) and review client's behavior to ensure the client is in compliance with established short/long term goals.

The Residential Clinical Director has the responsibility for ensuring that the Corrective Action Plan remains in compliance per the Group Home Agreement.

Candace Rhue  
Page 3  
July 20, 2006  
Prospect House

Regarding the findings for Item VII. Clothing and Allowance:

- 3a. Masada Group Home management provides residents with the minimum weekly allowance.

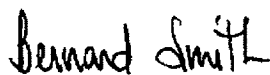
The Agency's Accounting Department will go back and review client's allowance records, any client owed back pay will then receive whatever is owed. Director of Group Homes will be responsible for ensuring the implementation of this procedure.

EFFECTIVE: May 26, 2006.

The agency was in compliance with the new Group Home Contract, ensuring that all residents (14-17 years old) receive the minimum base allowance (\$7.00) starting the first full week of placement.

We hope that this Corrective Action Plan meets with your approval. If you have any further questions, please do not hesitate to call me at (310) 715-2020.

Sincerely,



Bernard Smith, MSW  
Director of Group Homes  
Masada Homes



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A Division of Counseling & Research Associates

July 20, 2006

Department of Auditor-Controller, Kenneth Hahn of Administration  
500 West Temple St., Room 515-A, Los Angeles CA 90012  
Attention: Candace Rhue, Group Home Audit Supervisor

RE: Corrective Action Plan for the Ralston House

Dear Ms. Rhue,

Based upon the findings of your auditor, Ms. Belinda Gibson, the following Corrective Action Plan has been instituted:

Regarding the findings for Item I. 1: Facility and Environment:

1. Masada Group Home management:
  - a. Clean and maintain the stove top and oven.
  - b. Repair water pressure in the kitchen and bathrooms.

The recommendations mentioned were corrected by our maintenance staff. In order to address the problem noted in Item I, on an on-going basis, the group home staff will be responsible for inspecting the home on a daily basis to ensure compliance with Title XXII. Masada Homes Day Supervisors will thoroughly inspect all group homes for compliance with Title XXII regulations and contractual obligations, on at least a weekly basis.

Regarding the finding for Item II. Program Services:

- 2a. Assess all children for needed services within thirty days of placement.

During the first week that a resident is at Masada, he is interviewed by his Social Worker/Case Manager. During this process of gathering information from the client, the Social Worker consults the court report and other relevant information received from Probation and clients' family. At the conclusion of this report there is a diagnosis based on the five axis of the D.S.M. IV. Besides producing the diagnosis

on the resident, the Social Worker/Case Manager makes referrals to the various agency departments if his history warrants it. During the first thirty (30) days that a client is admitted the Social Worker/Case Manager writes up a complete bio-psychosocial history. Based on this history, the Social Worker/Case Manager and the client fill out the Appraisal and Needs/Services Plan.

2b. Include input from the placement workers in the development and implementation of the NSP's.

EFFECTIVE: JULY 1, 2006,

The Social Worker/Case Manager will send a faxed copy of an agency: Notice of Treatment Team Meeting form to the client's placement worker as a way to inform them of the scheduled meeting date/time and will retain the transmittal receipt for the agency's records to verify that the notice was sent. Copies of both the notice as well as the transmittal receipt will be filed in the client's chart.

The Social Worker/Case Manager will give the placement worker as much notice as possible, ideally two (2) weeks. If the placement worker is unable to attend the treatment team meeting, the Social Worker/Case Manager will fax the plan within thirty (30) days of admit for the placement worker's signature. The Social Worker/Case Manager will follow-up to obtain the signature and this process is repeated every three (3) months to update/maintain current Needs & Services Plans.

2c. Maintain comprehensive Needs & Services Plans that are measurable, attainable, and include short/long term goals.

The Needs & Services Plans will be measured by the Social Worker/Case Manager weekly by the following ways:

- Review of behavior in the Group Home with house staff.
- Review of Incident Reports to track increases or decreases.
- Review of Agency Point System & Level System.
- Review with School Teacher:
  - a. Target school behaviors increasing or decreasing in school.
  - b. Number of school credits earned during placement.
- Review with Occupational Therapy Department.
  - a. Target behaviors increasing or decreasing during OT classes.
  - b. Projects/tasks completed.

- Review with Chemical Dependency Department.
  - a. Individual contract completed.
  - b. 12 Step Meeting attendance.
  - c. Sobriety as evidence by drug test results administered by placement worker.
  - d. Progress reports by Chemical Dependency Department Staff.
  - e. Self-evaluation reports made by client.
- Therapy
  - a. Target behaviors increasing or decreasing during sessions.
  - b. Individual/Group/Family visits attended.

During periodic treatment team meetings the Social Worker/Case Manager will utilize a multi-disciplinary approach with the client. The Social Worker/Case Manager will go back and review client's behavior to ensure the client is in compliance with established short/long term goals. Social Worker/Case Manager will include the client's placement worker in the process.

The Residential Clinical Director has the responsibility for ensuring that the Corrective Action Plan remains in compliance per the Group Home Agreement. Regarding the findings for Item VII. Clothing and Allowance:

Regarding the findings for Item VII. Clothing and Allowance:

- 3a. Masada Group Home management provides residents with the minimum weekly allowance.

The Agency's Accounting Department will go back and review client's allowance records, any client owed back pay will then receive whatever is owed. Director of Group Homes will be responsible for ensuring the implementation of this procedure.

EFFECTIVE: MAY 26, 2006.

The agency was in compliance with the new Group Home Contract, ensuring that all residents (14-17 years old) receive the minimum base allowance (\$7.00) starting the first full week of placement.



Candace Rhue  
Page 4  
July 20, 2006  
Ralston House

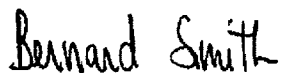
3b. Maintain Life Books:

EFFECTIVE: JULY 1, 2006.

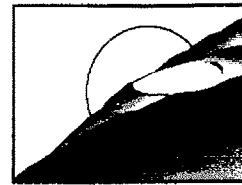
Within thirty (30) days of arrival, the agency will implement the following procedure. During the residents' orientation class of Occupational Therapy, the OT Department will make the development of a Life Book, as part of their regular curriculum. Since all residents participate in the OT Department throughout their stay in the program, they will have the opportunity to work on their Life Books as long as they remain in the agency. The Coordinator of Occupational Therapy will monitor that all Life Books are included in the curriculum of all their classes. The term "Life Books" will be explained to the residents for clarity purposes due to the fact some did not know that their awards, certificates, graduation pictures, and resumes are part of their life book.

We hope that this Corrective Action Plan meets with your approval. If you have any further questions, please do not hesitate to call me at (310) 715-2020.

Sincerely,



Bernard Smith, MSW  
Director of Group Home  
Masada Homes



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*A Division of Counseling & Research Associates*

July 20, 2006

Department of Auditor-Controller, Kenneth Hahn of Administration  
500 West Temple St., Room 515-A, Los Angeles CA 90012  
Attention: Candace Rhue, Group Home Audit Supervisor

RE: Corrective Action Plan for the South Shores House

Dear Ms. Rhue,

Based upon the findings of your auditor, Ms. Belinda Gibson, the following Corrective Action Plan has been instituted:

Regarding the finding for Item II. Program Services:

- 1a. Include input from the placement workers in the development and implementation of the NSP's.

EFFECTIVE: JULY 1, 2006,

The Social Worker/Case Manager will send a faxed copy of an agency: Notice of Treatment Team Meeting form to the client's placement worker as a way to inform them of the scheduled meeting date/time and will retain the transmittal receipt for the agency's records to verify that the notice was sent. Copies of both the notice as well as the transmittal receipt will be filed in the client's chart.

The Social Worker/Case Manager will give the placement worker as much notice as possible, ideally two (2) weeks. If the placement worker is unable to attend the treatment team meeting, the Social Worker/Case Manager will fax the plan within thirty (30) days of admit for the placement worker's signature. The Social Worker/Case Manager will follow-up to obtain the signature and this process is repeated every three (3) months to update/maintain current Needs & Services Plans.

1b. Maintain comprehensive Needs & Services Plans that are measurable, attainable, and include short/long term goals.

The Needs & Services Plans will be measured by the Social Worker/Case Manager weekly by the following ways:

- Review of behavior in the Group Home with house staff.
- Review of Incident Reports to track increases or decreases.
- Review of Agency Point System & Level System.
- Review with School Teacher:
  - a. Target school behaviors increasing or decreasing in school.
  - b. Number of school credits earned during placement.
- Review with Occupational Therapy Department.
  - a. Target behaviors increasing or decreasing during OT classes.
  - b. Projects/tasks completed.
- Review with Chemical Dependency Department.
  - a. Individual contract completed.
  - b. 12 Step Meeting attendance.
  - c. Sobriety as evidence by drug test results administered by placement worker.
  - d. Progress reports by Chemical Dependency Department Staff.
  - e. Self-evaluation reports made by client.
- Therapy
  - a. Target behaviors increasing or decreasing during sessions.
  - b. Individual/Group/Family visits attended.

During periodic treatment team meetings the Social Worker/Case Manager will utilize a multi-disciplinary approach with the client. The Social Worker/Case Manager will go back along with the multi-disciplinary team (which includes Placement Worker, House Staff, Occupational Therapy Department, Chemical Dependency Department and Recreational Therapy Department.) and review client's behavior to ensure the client is in compliance with established short/long term goals.

The Residential Clinical Director has the responsibility for ensuring that the Corrective Action Plan remains in compliance per the Group Home Agreement.

Candace Rhue  
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July 20, 2006  
South Shores House

Regarding the findings for Item VII. Clothing and Allowance:

- 3a. Masada Group Home management provides residents with the minimum weekly allowance.

The Agency's Accounting Department will go back and review client's allowance records, any client owed back pay will then receive whatever is owed. Director of Group Homes will be responsible for ensuring the implementation of this procedure.

EFFECTIVE: MAY 26, 2006.


The agency was in compliance with the new Group Home Contract, ensuring that all residents (14-17 years old) receive the minimum base allowance (\$7.00) starting the first full week of placement.

- 3b. Maintain Life Books:

EFFECTIVE: JULY 1, 2006.

Within thirty (30) days of arrival, the agency will implement the following procedure. During the residents' orientation class of Occupational Therapy, the OT Department will make the development of a Life Book, as part of their regular curriculum. Since all residents participate in the OT Department throughout their stay in the program, they will have the opportunity to work on their Life Books as long as they remain in the agency. The Coordinator of Occupational Therapy will monitor that all Life Books are included in the curriculum of all their classes. The term "Life Books" will be explained to the residents for clarity purposes due to the fact some did not know that their awards, certificates, graduation pictures, and resumes are part of their life book.

We hope that this Corrective Action Plan meets with your approval. If you have any further questions, please do not hesitate to call me at (310) 715-2020.

Sincerely,  
  
Bernard Smith, MSW  
Director of Group Homes  
Masada Homes